Glossary of Cataloguing Terms (4)

(Continued from page 192)

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Personal name entry—the record of a book in a catalogue under the name of an individual (ALA 3)

Pirated edition—illegally published edition (ALA 3)

Placard catalogue—a list of books displayed on a large sheet or sheets, and hung up for consultation (Sharp)

Plate—a full page illustration, usually printed on special heavy paper, one side of the leaf being blank (ALA 2)

Polygraphic—written by several authors (Cutter)

Polytopical—treating of several topics (Cutter)

Popular name—a shortened, abbreviated or simplified form of the official name of a governmental agency or other corporate body, by which it is commonly known (ALA 3)

Praeses—the person or persons who open an academical disputation by propounding objections to some tenet or proposition usually moral or philosophical, as distinguished from the respondent who defends it. The praeses is also called the opponent (ALA 1)

Preface—(1) a brief explanation, usually, but not necessarily, written by the author, separate from the body of the work (Sharp)
(2) a note preceding the text of a book, which states the origin, purpose, and scope of the work and sometimes contains acknowledgements of assistance (ALA 3)

Preface date—date given at the beginning or end of the preface (ALA 2)

Preliminary edition—an edition issued in advance of a permanent edition sometimes for criticism before final edition is published (ALA 3)

Preliminary matter—that which precedes the book proper, including preface, introduction, contents, etc. (ALA 3, Sharp)


**prepotence, canon of**—in library catalogue, potency means potency from the point of view of arrangement. In a catalogue entry diffusion of potency throughout all its sections should be avoided. If diffusion is inevitable, it should at east progressively decrease as we traverse the sections (Ranganathan 9)

**presentation title**—title which merely states the occasion for the publication of the work (Prussian)

**printer**—the person who prints a book (ALA 2)

**pressmark**—a symbol indicating the room, case and sometimes shelf, where a book is kept (ALA 3)

**privately illustrated**—extra illustrated (ALA 3)

**program dissertation**—a dissertation accompanying one of the programs (i.e. announcements of memorial exercises, lectures, etc.) published by universities, and schools, especially those of Germany, Austria, Switzerland and the Scandinavian countries (ALA 1, ALA 2)

**provisional edition**—a tentative edition preceding a final edition that may incorporate additions and changes (ALA 3)

**pseudonym**—(1) a false or fictitious name or any other specification different from the real name, either assumed by or given to an author (Ranganathan 1) (2) an assumed name under which a person writes (ALA 2) (3) a false name assumed by an author to conceal his identity (ALA 1, Cutter) (4) the term is extended to include those who conceal his identity (i) by assuming the name of another real person (allonym) (ii) by rearranging the letters of the name (anagram) (iii) by using forename or forenames only (iv) by rearranging the order of surname and christian names (v) by using as a name a specific word or phrase with or without a definite article (ALA 1)

**pseudonym-real name entry**—entry directing from the pseudonym to the real name and vice-versa as the case may be (Ranganathan 1)

**pseudo series**—a set of volumes which do not constitute a multivolumed book but have each a distinctive title and in addition possess a generic title or specification in common (not amounting to
a publisher’s series). The generic title or specification is called the
name of the pseudo series (Ranganathan 1)

**public catalogue**—a card catalogue for public use as distin-
guished from one limited to official use (ALA 3)

**publication date**—the year in which a book is published,
generally the date given at the bottom of the title page (ALA 3)

**publisher**—the person, firm or corporate body undertaking
the responsibility for the issue of a book or other printed matter to
the public (ALA 1)

**publisher’s series**—(1) a series of publications whose only
link may be the collective title assigned by the publisher (ALA 1)
(2) a number of books, generally reprints of older, standard, or cur-
rent books, not necessarily related in subject or treatment issued by
a publisher in uniform style and usually with a common series title
(ALA 3)

**publisher’s title**—a title originating with a publisher, which
comprises a series of works merely in external appearance (Prussian)

**pure classified catalogue**—leading sections of all the entries
consist of call numbers and class numbers, all ordinal numbers whose
ordinal values are determined by the scheme of classification used,
entries are arranged by the ordinal values of these numbers (Ranga-
nathan 9)

**pure-name**—name derived from full name of a person by omitting
honorific and other removable word (s), if any, as a preparation for
deriving reduced name (Ranganathan 8)

**quarto**—(1) format: a book printed on full sized sheets folded
medially and then transversely, making four leaves or eight pages
(2) size; according to the American Library Association scale, a book
which measures from 25 cm. to 30 cm. in height (ALA 3)

**quotes**—the inverted commas “ ” placed at the beginning and
end of quotations (Sharp)

**rank**—to separate and arrange in a definite sequence (Ranga-
nathan 7)

**real title**—the name of the work (Prussian)

**recto**—the right hand page of an open book (Cutter)
reduced name—is name derived, in accordance with prescribed rules, from pure name of a person, as a preparation for deriving entry name (Ranganathan 8)

reference—(1) partial registry of a book (omitting the imprint) under author, title, subject or kind, referring to a more full entry under some other heading (Cutter) (2) occasionally used to denote merely entries without imprints, in which the reference is implied (Cutter) (3) a direction from the heading to another (ALA 1, ALA 2)

reference card—a catalogue card bearing a cross reference (ALA 3)

register—series of signatures of a printed book (Cutter)

relative location—an arrangement of books according to their relations to each other and regardless of the shelves or rooms where they are then placed (Cutter)

relevance, canon of—requires that the items included in an entry should be relevant to its purpose (Ranganathan 9)

reprint—(1) a reproduction of an earlier edition of a work, without alteration. A new title page may be added or substituted, or the original title-page may be used, with or without the addition or substitution of the date of the reprint. (2) a “separate”, i.e. an article from a serial publication or a collection, separately issued, whether printed from the forms or plates of the original or from type actually reset (ALA 2)

reprint edition—a cheap edition of a standard work or of a popular copyrighted work, from plates used in the regular trade edition, usually issued through agreement with the original publisher (ALA 3)

reprint series—publisher’s series (ALA 3)

respondent—the candidate for a degree, who, in an academical disputation, defends a tenet or thesis against the objections proposed by the praeses; also called the defendant (ALA 1)

revised edition—a new edition with the text of the original edition changed and corrected, and sometimes with additions that supplement it or bring it up to date (ALA 3)
running title—(1) name of the book or the subject of a portion of the book which is put at the top of each page (Cutter) (2) title repeated at the top of each page of the book or of a section (ALA 2)

school edition—(1) book printed from existing type on cheaper paper (2) a different edition to which notes are added (Ranganathan 4)

second vertical—the vertical line which is to the right of the first vertical of a card (Ranganathan 1)

second indentation—the distance from the left edge of a catalogue card at which, according to predetermined rules, the title normally begins; on a standard ruled card, at the second vertical line.

secondary entry—added entry (ALA 1)

secondary fulness—the use of an abbreviated form of an author’s name for secondary entries in a catalogue when the unit card is not used. (ALA 3)

section title—half title (2) (ALA 3)

sectional half title—title without imprint occurring within the book (Prussian)

see—a reference from a heading under which no entries are placed, to the one that contains them (Fellows, Sharp)

see also—a reference from one entry with entries under it, to a related one (Fellows, Sharp)

see also cross reference—see also reference (ALA 3)

see also reference—a direction in a catalogue from a term or name under which entries are listed to another term or name under which additional or allied information may be found (ALA 3)

see also subject entry—entry referring from the name of one subject to that of another (Ranganathan 3) (2) consists of the following sections in the order given: (i) heading i.e. the term represented by the last digit of a significant link other than the last one occurring in the chain of the class number of the specific subject (ii) the directing words see also and (iii) heading of the specific subject entry of the book (Ranganathan 3)
see cross reference—see reference (ALA 3)

see reference—a direction in a catalogue from a term or name under which no entries are listed to a term or name under which entries are listed (ALA 3)

selective cataloguing—the cataloguing of certain types of material in a library with shorter or fuller cataloguing than that used for the bulk of the library collection (ALA 3)

seminal book—book with a message (Ranganathan)

separate—(1) reprint (2) (ALA2) (2) offprint (AL3)

serial—(1) a work is said to be a serial if (i) a volume or a small group of volumes of it is published annually or at other definite intervals; (ii) all the volumes or all the periodical groups of volumes give more or less similar information mainly relating to the period of publication, or to the period which forms their subject in the case of archival publications; (iii) the successive volumes or periodical groups of volumes are usually distinguished by the year of the period in which they are published, or the year or period which forms their subject in the case of archival publications; (iv) all the volumes have the same title with an additional descriptive word indicating the period to which the volume relates and (v) the intention had been to continue the publication of the volumes for ever (Ranganathan 1)

(2) a publication issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely (ALA 1, ALA 2 Cutter) Serials include periodicals, newspapers, annuals, and memo, proceedings, and transactions of societies (ALA 1 ALA2) may include monographic series and publisher’s series (ALA 1)

series—(1) two or more books are said to belong to a series if (i) they are issued successively by one publisher or by one corporate body, in a common form or uniform style and having some similarity of subject or purpose; (ii) each book has a distinct and independent title of its own; (iii) all the volumes do not have a common index; (iv) the name of the series appears in all or at least one of the books in the series (ALA1, Ranganathan 1) Note:—instead of (ii) above ALA 1 says “with a collective title which appears at the head of

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the title page” (2) a separately numbered sequence of volume, within a series or serial (ALA 1)

**serial catalogue**—a public or an official catalogue of serials in a library, with a record of the library’s holdings (ALA 3)

**serial number**—(1) the number denoting the place of a publication in a series (2) one of the consecutive numbers sometimes assigned to entries in a bibliography or a printed catalogue (ALA 3)

**serial record**—a record of the serial holding of a library (ALA 3)

**series entry**—(1) has in its leading section the name of the series to which a work belongs (Ranganathan 1) (2) a brief entry of the several works in the library which belong to a series under the name of that series as heading (ALA 1, ALA 2) (3) an entry using as heading the first word of the name of a series, or its collector and title followed by a list of the books in the library belonging to the series (Cutter)

**series note**—consists of the name of the series, the name of the editor (s) of the series, if any, and the serial number (Ranganathan 1) (2) name of the series to which a book belongs, either editor and title or title alone (Cutter) (3) a note stating the name of a series to which a book belongs (ALA 2)

**series title**—the name of the series to which a book belongs, indicated on the cover, title page, or somewhere else in the book (ALA 3)

**set**—a series associated by common authorship or publication, specifically, a collection of books forming a unit, as the works of one author issued in uniform style, a file of periodicals, related works on a particular subject, or unrelated books printed uniformly and intended to be sold as a group (ALA 3)

**sheaf catalogue**—a catalogue formed by sheets, slips or cards fastened in a binder that permits the insertion of new material (ALA 3, Sharp)

**shelf list**—brief inventory of the books in a library, the entries arranged in the order of books on the shelves (Cutter)
shelf mark—(1) in fixed location indicating the location of a special shelf (2) a synonym for call or location mark (Cutter)

short form cataloguing—the use of shortened forms in certain types of entries, as, for example, the omission or condensation of certain items of information in a title entry (ALA 3)

short title—one of the following in the order of preference, provided it gives a correct and sufficient description of the work: half title, running title, binder’s title, suitable abbreviation of the title given in the main entry (Ranganathan 1)

side heading—a heading at the side of printed matter on a page, often set in on the same line with the beginning of a paragraph (ALA 3)

side title—a title impressed on the front cover of a bound book (ALA 3)

sidehead heading—side heading (ALA 3)

signature—(1) a distinguishing mark, letter or number placed usually at the bottom of the first page of each form or sheet of a book to indicate its order to the folder and the binder (Cutter) (2) section or folded printed sheet, forming part of a book (Sharp) (3) the printed sheet or sheets so marked, whether unfolded, or folded and quired (ALA 3)

signature title—an abbreviated form of the title of a book, given on the same line as the signature, but toward the inner margin of the first leaf of a gathering (ALA 3)

significant link—link which is neither false nor unsought (Ranganathan 1)

simple book—not a composite book (Ranganathan 1)

single volumed book—book in a single volume (Ranganathan 1)

size—in relation to cataloguing, the vertical measurement of a book in inches or centimetres. The width is given for rare books and for those of unusual shape (ALA 3, Sharp)
**size letters**—a series of abbreviations, chiefly single letters to indicate the sizes of books (Cutter)

**size mark**—one or more characters to designate the size of a book; the most common are the fold symbol and the size letter (Cutter)

**size notation**—size mark (ALA 3)

**sobriquet**—a fanciful or humourous appellation given by others; nickname (ALA 1, ALA 2)

**society**—an organization of persons associated together for the promotion of common purposes or objects, such as research, business, recreation, etc. (ALA 1)

**special cross reference entry**—(1) consists of the call number of the constituent work cross referred, its heading, its title, the descriptive words like "bound as pt 2 with" or "printed as pt 2 with", the call number in the leading section of the main entry and the heading of the main entry and the short title of the first constituent work (2) in case of an artificial composite book: an entry given from the call number of each of the second and succeeding constituent works (Ranganathan 1)

**special edition**—(1) an edition of a standard work or the works of a standard author, reissued in a new form, sometimes with introduction, notes, appendix and illustrations and generally having a distinctive name (2) an edition that differs from a regular edition by some distinctive feature, as better paper or binding, or the addition of illustrations (ALA 3)

**special title page**—a title page, usually with imprint, special to a single part of a larger work, or to a complete work issued or reissued as part of a collection, a series, or a serial publication (ALA 3)

**specific cross reference**—(1) a reference to a specific book (Sharp) (2) specific reference (ALA 3)

**specific entry**—(1) registering a book under a heading which expresses its special subject as distinguished from entering it in a class which includes that subject (Cutter) (2) in a classified catalogue each of main entry, cross reference entry, book index entry (Ranganathan 5) (3) in a dictionary catalogue each of main entry, specific subject entry, and book index entry (Ranganathan 5)
**specific reference**—(1) direct reference to a distinctly specified subject (Fellows) (2) a reference in a catalogue to a particular subject heading or headings, as distinguished from a general reference (ALA 3)

**specific subject entry**—(1) consists of the following sections in the order given: heading derived from the class number of the specific subject by chain procedure, the intermediate item consisting of the heading of the book, the short title of the book, and chapters or parts or pages of reference if necessary, and index number (2) modifications to (1) above in the case of entries of each of the second and the constituent works in a composite book:—(i) the intermediate item is to be as for the constituent work concerned (ii) a third section of descriptive words like "bound as pt 2 with" or "printed as pt 2 with" is to be added (iii) a fourth section consisting of the heading and the short title of the first constituent work is to be added and (iv) the index number is to consist of the call number of the first constituent work (Ranganathan 3) (3) entry of a book under the name of its specific subject if it is unifocal or under each one of its specific subjects if it is multifocal (Ranganathan 3)

**standard title**—uniform title (ALA 3)

**specification**—(1) in case of a book, its heading, short title and if possible and necessary the parts, chapters or pages (2) in case of periodical publication, its name and the number or year or both (Ranganathan 1)

**subheading**—(1) when a heading is to be in two or more parts, the first part is to be called the main heading and the later parts subheadings (Ranganathan 1) (2) a secondary heading, used in the subdivision of a subject (Sharp)

**subject**—the theme or themes of the book, whether stated in the title or not (Cutter)

**subject analytical**—(1) an entry in a catalogue under subject of a part of a work or of some article contained in a collection including a reference to the publication which contains the article or work entered (ALA 3) (2) cross reference entry (Ranganathan 1)
subject authority card—authority card (ALA 3)

subject card—a catalogue card bearing a subject entry (ALA 3)

subject catalogue—a catalogue of subjects whether arranged in classes or alphabeted by names of subjects (Cutter)

subject cross reference—subject reference (ALA 3)

subject entry—registry under the name selected by the cataloguer to indicate the subject (Cutter)

subject fulness—secondary fulness (ALA 3)

subject heading—the name of a subject used as a heading under which books relating to that subject are entered (Cutter)

subject index entry—each of specific subject entry and see also subject entry (Ranganathan 3)

subject reference—a reference from one subject to another (Cutter)

subject reference entry—entry directing the reader to the specific subject entry (Ranganathan)

subject series—a number of books, ordinarily not reprints, dealing with different phases of a single subject or with a special field of literature, usually by different individual authors, uniform in textual and physical characteristics and published by a single publisher (ALA 3)

subject word entry—entry made under a word of the title which indicates the subject of the book (Cutter)

subject word reference—same as subject word entry omitting the imprint and referring (Cutter)

subsidiaries—details concerning appendixes, indexes, plates and other supplements (Prussian)

substantive word—non-honorific word in a name (Ranganathan 8)
**Glossary of Cataloguing Terms (4)**

subtitle—(1) explanatory part of the title following the main title (ALA 1) (2) a secondary or subordinate title, usually explanatory (ALA 2)

supposed author—an author to whom is attributed, by some authoritative source, the authorship of a book published anonymously or of doubtful authorship (ALA 3)

syndetic catalogue—a dictionary catalogue which binds its entries together by means of cross references so as to form a whole, the references being from most comprehensive subject to those of the next lower degree of comprehensiveness and from each of these to their subordinate subjects and vice versa (Cutter)

systematic catalogue—(1) a classified catalogue, in which the classes and subjects are arranged in logical order (Sharp) (2) classed catalogue (ALA 3)

thematic catalogue—a list of a composer’s works, with the themes given for each composition or for each section of large composition usually arranged in chronological order by categories (ALA 1)

thesis—dissertation academic (ALA 1)

third indention—the distance from the left edge of a catalogue card at which according to predetermined rules, certain parts of the description begin or continue; generally as far to the right of the second indention as the second indention is to the right of the first indention (ALA 3)

three dots—ellision marks (ALA 3)

title—(1) the name of a book or a periodical publication usually given on the title page (ALA 1, Cutter, Ranganathan) (2) heading, title proper and imprint (Cutter) (3) name of any written production including the name of the author, editor, translation, the edition, etc. but excluding the imprint (ALA 1) (ALA 2) (4) in a narrow sense, the title does not include the name of the author, editor, etc. (ALA 2)

title line—having entries that occupy only a single line of type (ALA 3)
title analytic—an entry in a catalogue under title for a part of a work or of some article contained in a collection including a reference to the publication which contains the article or work entered (ALA 3)

title analytical card—title analytic (ALA 3)

title edition—one distinguished from another edition of the same book only by a change in the title page usually a change of date (Cutter)

title entry—(1) the record of a work in the catalogue under the title generally beginning with the first word not an article (ALA 1, ALA 2) (2) the title chosen for this entry (ALA 1) (3) registry of a book under some word of the title (Cutter)

title indentation—second indentation (ALA 3)

title letter—title mark (ALA 3)

title mark—that part of the book mark which is used to distinguish different books by the same author (Cutter)

title page—(1) the page at or near the beginning of a book, (or a periodical publication) which bears the title and usually also the name of the author, compiler or editor, the name of the publisher and the place and date of publication (ALA 1,NED) (2) In rare cases all the above categories of information may be found to be distributed over two or more pages; then these pages are to be collectively taken as title page (Ranganathan 1) (3) the leaf bearing the title page is commonly called the title page although properly called also the title leaf (ALA 1) (4) the page at the beginning of a book on which is printed the title and imprint (ALA 2)

title page name—is name of author as it occurs on the title page of reading material (Ranganathan 8)

title page date—imprint date (ALA 3)

title portion—(1) consists of one, two or three of the title, information regarding collaborators other than joint authors and the edition (2) in the case of periodical publication, consists of its title, the word “V”. or its equivalent if the title page is not in English, the
numbers of the volumes available in the library and the years of volumes available in the library (3) in a union catalogue, consists of transcription of the title and the name of the corporate author or sponsoring body, if any (Ranganathan 1)

**title reference**—a reference in a catalogue from a title, as from a title of a classic to author entries for the work (ALA 3)

**tracing**—the record on the main entry card of all the additional headings under which the work is represented in the catalogue. Also, the record on a main entry card or an authority card of all the related references made (ALA 1)

**trade edition**—the edition of a book regularly printed and supplied by the publisher to booksellers, as distinguished from a textbook edition or a limited edition of the same book (ALA 3)

**translator**—one who renders from some language into another, or from an older form of a language into a modern form, more or less following the original (ALA 1)

**translator entry**—has the name of the translator of the work in the leading section (Ranganathan 9)

**transliteration**—representation of the characters of one alphabet by those of another (ALA 1, ALA 2)

**travelling card**—a duplicate main entry catalogue card recording holdings for a serial, filed in an official serial catalogue or some other official file until additions to the record are made, when it replaces the corresponding card in a public catalogue until the next addition (ALA 3)

**under**—an entry is said to be under a word when that word is used as its heading (Cutter)

**uniform title**—the distinctive title by which a work which has appeared under varying titles and in various versions is most generally known (ALA 1)

**union catalogue**—(1) a catalogue of a smaller or larger library system (Sharp) (2) an author or a subject catalogue of all the books, or a selection of books, in group of libraries, covering books in all
fields, or limited by subject or type of material; (3) a central catalogue (ALA 3)

unit card—a basic catalogue card, in the form of a main entry, which when duplicated may be used as a unit for all other entries for that work in the catalogue by the addition of the appropriate heading (ALA 1)

unsought link—link which ends with a part of a focus in a facet or a part of a phase; and represents a specific subject on which reading material is not likely to be produced or sought or which is not likely to be looked up by a reader seeking materials on the specific subject forming the last link of the original class number (Ranganathan 1)

upper link entry—entry having in its leading section the name of the class forming the upper link of a particular chain of classes, the referred to heading being a lower link (Ranganathan)

usage name—is name used in referring by word of mouth for public purposes (Ranganathan 8)

variant form of word entry—directs from each of all possible variant forms in which a personal name or name of a subject is known or occurs or is likely to occur to the one actually used in the related book index entry (Ranganathan 1)

verso—left hand page of an open book (Cutter)

volume—(1) in the bibliographical sense, a book distinguished from other books or from other major divisions of the same work by having its own title page, half title, cover title or portfolio title, and usually independent pagination, foliation or register (ALA 1, ALA 2, Cutter) Note: it may include various title pages or paginations (ALA 1) (2) a written or printed work or portion of a work occupying several sheets or leaves of paper or other substance fastened together so as to be opened at any particular place, the whole being protected by binding or covers of some kind (Ranganathan 1) (3) whatever is contained in one binding (ALA 2)

volume number—(1) a number assigned to a volume of a serial, a set, or a series (2) a number added to a book number to distinguish one volume from another volume of the same work (ALA 3)
volume numbering—the series and volume numbering (Prussian)

volume periodicity note—of a periodical publication mentions the number of volumes normally published in a year or the number of years in which a volume is completed and if required the number of separately bound parts constituting each volume (Ranganathan 1)

voluminous authors—authors under whose names many titles are entered, either for different works or for different editions with different titles (Fellows)

word-by-word alphabetizing—arranging alphabetically, with words rather than letters as units (ALA 3)

word group—is a set of consecutive words in pure name of a person, deemed inseparable and unpermutable (Ranganathan 8)

work—literary or musical composition (NED)

workmark—title mark (ALA 3)